



BAUDE & ROLFE, P.C.
Certified Public Accountants & Business Advisors

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January 30, 2019

This letter is to confirm our understanding of the terms of our engagement and to clarify the nature and limitations of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements.

We will prepare your 2018 federal and requested state income tax returns from information that you furnish to us. We will not audit or otherwise verify the data you submit, although it may be necessary to ask for clarification of some of the information. We will provide you with a worksheet to guide you in gathering the necessary information. Your use of the worksheet will assist in keeping pertinent information from being overlooked. If there are other tax returns you request us to prepare, such as gift tax returns, please inform us by noting the required returns in the space below your signature.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, canceled checks and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the income tax returns. Review the returns carefully before signing and filing them, or before authorizing Baude & Rolfe, P.C. to file the returns electronically on your behalf.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover defalcations or other irregularities, should any exist. The returns will be prepared solely from information provided to us without verification by us.

We will use professional judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible.

The law provides various penalties that may be imposed when taxpayers understate their tax liability. If you would like information on the amount or the circumstances of these penalties, please contact us.

Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, we will be available upon request to represent you and will render additional invoices for the time and expenses incurred. When a tax examination results in additional taxes, interest and penalties are normally added to the balance payable to the government. It is understood that interest and penalties resulting from a tax examination are the responsibility of the taxpayer. Baude & Rolfe, P.C. is responsible for penalties resulting from clerical error.

It is essential that you submit all of your tax information to us prior to March 15, 2019 in order to have your tax return processed before April 15, 2019. If there is any missing information or other circumstances beyond our control, extensions may be mandatory. **This is especially applicable for the 2018 tax filing year. The Tax Reform Act (TCJA) changes are very extensive and the IRS is still issuing guidance.** Our estimate of the tax due for purposes of an extension is subject to revision upon completion of the final tax return. Any difference between the amount of tax computed for purposes of an extension and the final tax return may result in inadequate estimated tax payments and penalties and interest applied to the balance due. Any such penalties and interest are the responsibility of the taxpayer.

Our fee for these services will be based upon the amount of time required at standard billing rates, plus computer processing fees and out-of-pocket expenses. All invoices are due and payable upon representation. A finance charge is added to balances unpaid from prior months at the rate of 1.5% per month (18% per annum).

It is agreed that any unresolved disputes concerning the services provided by us will be settled by binding arbitration in New London, Connecticut. There shall be a single arbitrator, who shall be a member of the Connecticut Society of Certified Public Accountants, with a minimum of ten years of practice. The arbitrator shall have authority to award compensatory damages.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign this letter and return it to us with your tax information.

Sincerely,

Baude & Rolfe, P.C.
Certified Public Accountants

Accepted By:

Signature: _____

Printed Name: _____

Date: _____